

Etiwanda Teachers Association Standing Rules

Standing Rule 1 – Office of the Association

- A. In the absence of an office location and/or facilities, the mailing address of the Association shall be Post Office Box 265, Etiwanda, CA 91739.
- B. The mailing address will be used for mailed communication for the Association, Executive Board members, and Committee Chairs. Personal use of the mailing address is prohibited.

Standing Rule 2 – Dues and Fees

Rule 2-1: Beginning 2022-2023 school year, the Association dues shall be \$12 per month.

Standing Rule 3 – Officer Terms

Rule 3-1: Terms of the Executive Board will be two years with the following steps for implementation:

- a. Beginning with the election for the 2018 – 2019 school year:
 - i. The President and Secretary will serve a two-year term.
 - ii. Elections for these positions will happen in even numbered calendar years.
- b. Beginning with 2019-2020 school year elections:
 - i. Vice-President and Treasurer will serve two-year terms.
 - ii. Elections for these positions will happen in odd numbered calendar years.

Standing Rule 4 – Bargaining Team

Rule 4-1 Bargaining Team

- a. There shall be a Standing Bargaining Team.
 - i. The Bargaining Team shall consist of up to six members and the President.
 - ii. The Bargaining Team shall serve from the onset of a contract negotiation through its ratification.
- b. The bargaining team, bargaining lead(s), alternates, and committee members shall be appointed by the president at the beginning of each school year.
- c. Vacancies created by resignation or inability to serve shall be filled by the executive board from the list of alternates.
- d. The bargaining team shall serve a term of 1 year beginning in August 1st and ending in July 31st.
- e. Shall provide representative council with regular reports related to collective bargaining as needed.

- f. Memorandum of Understanding/Side Letters of Agreement
 - i. When there is a narrow scope of bargaining that necessitates the use of either a Memorandum of Understanding (M.O.U.) or Side Letter of Agreement (S.L.A.), the President shall inform the Executive Board and Representative Council of the intent to create this agreement without the bargaining team.
 - ii. Ratification of an M.O.U. or S.L.A. shall be accomplished by a majority vote of the Executive Board.
 - iii. When the scope of bargaining is broad and necessary during the span of the Collective Bargaining Agreement, the bargaining team shall conduct the negotiations and follow the processes as outlined in the Standing Rules 4-1
- g. Additional Duties (noted in Bylaws)

Standing Rule 5 - Budget and Finance

Rule 5-1: The fiscal year of the Association shall begin July 1 and end June 30 of each year.

- a. Banking
 - i. All funds of the Association shall be conducted with US Bank.
 - ii. The checking account will have three signers – President, Vice-President, and Treasurer.
 - iii. The Vice-President will co-sign checks which are made payable to the President or Treasurer.
- b. Fiscal Control
 - i. The accounts and other financial records of the Association shall be audited by an independent accountant as often as recommended by CTA and/or determined by the Executive Board.
 - ii. The Treasurer, President, and Vice-President shall review all financial accounts.
 - iii. Any expenditure other than regular, budgeted association expenses must be preapproved by the ETA Executive Board.
- c. Expense Payable
 - i. All reimbursement submissions must be submitted within 45 days of the actual event occurrence with completed expense form and itemized receipts.
 - ii. Members submitting requests for reimbursement for conference and/or travel expenses shall be in accordance with the following procedures:
 - 1. Conference
 - a. The number of members allotted to attend CTA/NEA or other local conferences (deemed beneficial to the association) will be determined by the Executive Board.

- b. Members interested in attending CTA/NEA sponsored or other conferences must submit a conference interest form to the Secretary.
 - c. Members approved by the Executive Board to attend conferences must submit required registration forms to the Treasurer for timely payment of registration fees.
 - d. Members that are unable to attend conferences must notify the President and may be subjected to repayment of registration fees paid by the Association.
- d. Travel
- i. Plane
 - a. Prior approval must be obtained from the ETA Executive Board for reimbursement of the most economical coach fare and up to one checked bag. More than one checked bag or oversized/ overweight bag, will be at the member's expense.
 - ii. Train, bus, taxi/rideshare, shuttle
 - iii. Auto
 - a. The standard business mile rate set by the IRS for transportation expenses. Mileage reimbursement cannot exceed the cost of coach plane fare.
 - b. Mileage to and from the district office address at the rate as set by the IRS for transportation costs.
 - iv. Shuttle
 - a. ETA will reimburse the cost of airport shuttles to and from the meeting site. Taxi/rideshare fare shall be reimbursed only when no other form of transportation is available.
 - v. Parking
 - a. Actual costs of airport self-parking and hotel parking
 - vi. Lodging
 - a. The cost of a double-occupancy standard hotel room will be reimbursed. Those wishing a single room must pay the difference (half the cost of the double occupancy standard room) except for extenuating circumstances which must be approved by the ETA Executive Board in advance.
 - b. Circumstances may include but are not limited to physically-challenged or other medical reasons with physician documentation.
 - c. If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.

- d. Personal charges such as, but not limited to, laundry, valet, telephone calls, internet, snacks, souvenirs, and entertainment are not reimbursable.
- e. Meals
- f. Per Diem of up to \$60.00 a day to cover breakfast, lunch, and dinner for conference attendance exceeding six hours.
- g. Actual amounts paid including state tax and tip up to 15% for any one day will apply, excluding alcohol.
- h. Itemized receipts are required for all meals (credit/debit card receipts are not reimbursed). Extra meals required by auto travel are not reimbursable.
- i. Claims
 - i. All claims must be filed within 45 days of the actual event occurrence with completed expense form and itemized receipts to be eligible for reimbursement.
 - ii. If any other agency has provided travel/lodging expenses, the Association will not be provided any additional reimbursement unless preapproved by the ETA Executive Board.
 - iii. Reimbursement for NEA RA conference attendance shall not exceed \$1,950 unless extraneous circumstances are warranted with prior approval by the ETA Executive Board.
 - iv. All credit card purchases, reimbursement requests, and payments shall be accompanied by the original itemized bill or receipt.

Standing Rule 6 – Stipends

- A. Officer Stipends may be paid in two installment payments. No more than half of the total stipend will be payable within six months of the annual term. The remaining half of the stipend is payable prior to the end of the annual term.
 - 1. Officer Stipends:
 - i. President: \$7500
 - ii. Vice President: \$5000
 - iii. Treasurer: \$3750
 - iv. Secretary: \$3750

- B. Special requests for Officer Stipend payments can be made in installments or accepting full payment at the end of the annual term per Executive Board approval.
- C. Committee Members will be paid at the end of their committee assignment and Site Rep stipends will be paid at the end of the annual term.
 - 1. Site Rep Meeting Stipend: \$45 per meeting
 - 2. Committee Chair: \$375 annually
 - 3. LCAP Team Member: \$315 annually
- D. Bargaining/Negotiations Team Stipends:
 - 1. Full Contract Negotiations: the stipends will be as follows:
 - i. Bargaining Lead: \$4000
 - ii. Bargaining Team member: \$1500
 - iii. Negotiations Team Committee Member: \$60 per meeting
 - 2. Partial Contract Negotiations: the stipends will be a follows
 - i. Bargaining Lead: \$2000
 - ii. Bargaining Team member: \$1000
 - iii. Negotiations Team Committee Member: \$60 per meeting.
 - 3. Co-Leads: In the event of co-leads, the bargaining team will have one less member and the stipends for a bargaining team member and bargaining lead will be combined and divided equally among the two leads.
 - 4. Non-negotiations Year: During periods in which there are no foreseeable negotiations, the Bargaining Lead and the Bargaining Team Members shall receive \$75 per meeting. Negotiation committee members will receive \$60 per meeting.
 - 5. Memorandums of Understanding (MOU): Should MOUs surpass two in any calendar school year, participating executive members shall receive \$100 per MOU contract.
- E. Alternates will be paid stipends only when the regular site reps are unable to fulfill the required duties.
- F. All stipends must be paid by Jun 30.

Standing Rule 7 – Conference Protocol: Provides consistency in procedural guidelines for the establishment and conduct of unit member’s participation in conferences, committee meetings, and special meetings as determined by site rep council and/or appointed by the President.

- A. Any member attending conferences are representing or acting on behalf of Etiwanda Teachers Association to obtain information, resources or inquiry into any matter that would be beneficial to the association.
- B. Members must submit a conference interest form and any other pertinent information to the President or executive board member to obtain approval to attend and/or participate in a conference.

- C. Selection of members will be determined by an equitable selection process as determined by the ETA Executive Board.
- D. Members selected to participate or attend conferences are expected to attend all meetings or conferences unless prior notice is given to the President.
- E. Members shall prepare a report for the council at the next rep council meeting following the conference/committee meeting. It is recommended that summaries are presented in the following formats:
 - a. Written – typed summary report and/or agenda
 - b. Multimedia – video or audio tape, PowerPoint presentation, etc
 - c. Other – resources obtained from the conference or committee meeting.
- F. Pertinent information and/or resources obtained from conferences will be distributed to the site representatives.

Standing Rule 8 - Representative Council Meetings

- A. Attendance: Representatives and/or their elected alternates shall sign their name to confirm attendance digitally or in person upon entering the meeting.
- B. Representation at the representative council will be based upon this table as defined in the Association Bylaws:

Number of Reps	1 Rep per 15 members
1	1 – 15
2	16 – 30
3	31 – 45
4	46 – 60
5	61 – 75
≥ 6	Same interval

- C. The meeting shall begin at 3:15 p.m.
- D. Quorum is defined in the Association Bylaws

Standing Rule 9 – In Memoriam of Active ETA Member

- A. Beginning 2022-2023 school year, the Association will donate \$500 to the family of a unit member, currently employed by the Etiwanda School District, who has passed away.

